



Dear Friend:

As the Chief Election Officer of West Virginia it is my responsibility, along with the State Election Commission, to provide citizens with information about running for public office. The Office of the Secretary of State is pleased to provide you with the *2014 Running for Office in West Virginia* guide. Running for office is a commendable decision.

Inside this publication you will find practical information regarding the start of your campaign, filing for office and tracking the financial activity of your campaign. If the information you need is not addressed in this guide please contact a member of our elections division by calling 1-866-767-8683 or by e-mailing us at elections@wvsos.com.

Sincerely,

A handwritten signature in blue ink that reads 'Natalie E. Tennant'. The signature is written in a cursive, flowing style.

Natalie E. Tennant
Secretary of State

RUNNING FOR OFFICE IN WEST VIRGINIA - 2014

Primary Election – May 13
(Second Tuesday in May)

General Election – November 4
(Tuesday following first Monday in November)

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Please note that the information in this publication was verified as of the date of publication. Any changes occurring after that date will not be reflected in this publication.

If you have questions concerning any of this information, please call the West Virginia Secretary of State's Office at 1-304-558-6000, or toll-free at 1-866-767-8683. You can also visit our website at www.wvsos.com.

All citations in this document are to the WV Constitution, WV Code, WV Code of State Rules (CSR) or Federal law.

Published November 2013

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THE DECISION TO BE A CANDIDATE

Before you decide to file for office, think carefully about your personal situation and the office you may seek. File for an office that fits your abilities and other responsibilities. Public office is a serious commitment of service to the citizens of West Virginia.

POLITICAL PARTIES

There are four recognized political parties in West Virginia:

Democratic
Libertarian
Mountain
Republican

These parties will nominate candidates in the Primary Election or by convention for offices on the General Election ballot.

ELECTIONS

Primary: An election for political parties to nominate candidates for offices on the General Election ballot.

[Note: The Mountain and Libertarian Parties may opt to hold a convention to select nominees instead of by a Primary Election. Please contact the party for more information.]

The Primary Election is also used to elect the following:

Party Executive Committee Members
Board of Education Members
Soil Conservation Supervisors

General: An election to choose from candidates previously nominated in a primary election, by party convention, or by petition, which are listed on the ballot. Write-in candidates may also be chosen, however, their names are not on the ballot.

ARE YOU ELIGIBLE TO RUN?

Check the requirements for the office to make sure you meet the minimum age requirement, residency requirement and other requirements. Make sure you are not prohibited from running by reviewing the requirements set by the United States Constitution, West Virginia Constitution, West Virginia State Election laws or Ethics Regulations. It is your fundamental right to run for office; however, some limitations do exist.

CAN YOU RUN FOR OFFICE AND CONTINUE YOUR PRESENT JOB?

Many factors can affect your ability to run for office, some of which are outlined below:

- Employees classified under state civil service provisions must take a leave of absence upon filing for office.
- The **Hatch Act** covers federal civil service employees and some state employees in programs financed by federal loans or grants, and it prohibits them from running for partisan office without first resigning.
- Persons employed by the Division of Highways, deputy sheriffs, correctional officers, paid municipal police or firefighters who are covered by civil service must resign their jobs upon filing for certain offices.
- Judicial officers and employees may run for judicial office but must resign if they announce their candidacy or file for non-judicial offices.
- Board of education members must resign upon filing for a partisan office, and members of certain other boards and commissions are also restricted from political activity.

The specifics of the Hatch Act can be reviewed at www.osc.gov/hatchact.htm

If you think a conflict might exist, consult with your personnel director or contact the West Virginia Ethics Commission at (304) 558-0664 or toll free at (866) 558-0664.

SECTION I

BECOMING

A

CANDIDATE

FILING AS A PRE-CANDIDATE

(WV Code §3-8-5e)

Before you raise money for a possible candidacy, you must first file a Pre-Candidacy Registration Form. You cannot raise or spend money without filing this registration. On the registration form, you must declare the person who will be responsible for your committee's financial transactions, also known as the Treasurer. It is the responsibility of the treasurer to receive, keep and disburse all sums of money. It is important to note that judicial candidates are prohibited from being the Treasurer.

Filing for pre-candidacy is not declaring your candidacy for that office; rather, it is a tool used to better gauge your ability to raise money in support of your possible candidacy.

WHEN TO FILE AS A PRE-CANDIDATE

You may file for pre-candidacy no more than four years before the term of a position is up for election. If the term of the position you are seeking is less than four years, then you may file for pre-candidacy the term before the next election.

For House of Delegates in 2014, the earliest date to file is December 1, 2012;

For State Senate in 2014, the earliest date to file is December 1, 2010;

For Constitutional Officers in 2016, the earliest date to file is January 18, 2013.

REPORTING REQUIREMENTS OF A PRE-CANDIDATE

Every sum of money, item or service of value received, all expenditures made and liabilities incurred must be reported. The pre-candidate is required to file an annual report in accordance with the reporting schedule for campaign finances. The report must identify all contributions and expenditures subsequent to the previous report filed, if applicable.

Since all funds for the committee are the responsibility of the treasurer, it is highly recommended that you choose a treasurer for your committee early in the campaign. A candidate can be their own treasurer except in the case of judicial candidates.

CREATING A COMMITTEE NAME

The name of your committee can be anything that is relevant to your candidacy. Some common committee names include: Committee to Elect _____, or _____ for Delegate 2014, or Friends of _____. Remember that your committee name must be on all printed campaign material and advertisements, indicating that it was paid for by the committee. No anonymous election material can be printed or published.

THE CERTIFICATE OF ANNOUNCEMENT

The Certificate of Announcement is the document filed to declare your candidacy for a specific office and have your name placed on the ballot. At the time of filing your Certificate of Announcement, you must also pay a filing fee. If you are filing with the Secretary of State, this fee may be paid by check, credit card, cash or money order. If payment is by check and it is returned for insufficient funds, you will not be certified as a candidate. Checks should be made payable to the Secretary of State's Office. Many of the filing fees are based on the salary of the position you are seeking. If the salary of the position you seek changes, the filing fee will change accordingly.

Please contact your County Clerk for specific fees for county offices and the type of payment they can accept.

For the 2014 election cycle, candidates must file a Certificate of Announcement during the following period:

Monday, January 13, 2014 through midnight on Saturday, January 25, 2014.

The Certificate of Announcement cannot be accepted prior to January 13. If the form is filed or postmarked before January 13, 2014, it will be returned and must be filed only during the proper filing period. Filings that are mailed must be postmarked by the U.S. Postal Service no later than midnight on January 25. If you use an express shipping service (UPS, FedEx, DHL, etc.) your filing must be **received** by midnight on January 25 in the correct filing office. Dates provided by these services are not equivalent to postmarks. Check with the appropriate filing office for hours of operation on the last day of filing.

WHERE TO FILE:

Secretary of State: candidates for Federal offices, State Senate and House of Delegates and those running for an office in more than one county

County Clerk: candidates for an office which is entirely within one county

Municipal Recorder: candidates for a municipal office

Filing the Certificate of Announcement with the correct office is crucial. If the document is not received in the correct filing office by the deadline you will not be a candidate. **Late filings will not be accepted.**

ALLOWABLE NICKNAMES ON THE BALLOT

A nickname may be used on the ballot by using quotation marks, parenthesis, or in lieu of the candidate's first name. A candidate may not use a title or position such as Dr., Rev., Sen., or Sheriff, or a common meaning of status, such as Sarge, Coach, or Doc. A nickname shall also be limited to one word and the length of the name on the ballot cannot be more than 25 characters. Guidelines for the allowable use of nicknames are listed in WV CSR §153-14-3.

BALLOT POSITIONING (WV Code §§3-5-13a and 3-6-2)

A drawing by lot will be conducted in the county clerk's office in each county to determine ballot position. The drawing for the Primary will be held at 9:00 a.m. on February 18, 2014 (fourth Tuesday following the close of candidate filing) and for the General, at 9:00 a.m. on August 26, 2014 (seventieth day next preceding the election). Ballot positions shall be selected for any office or division for which more than one candidate is to be nominated.

LAST DAY TO WITHDRAW (WV Code §3-5-11)

The last day to withdraw your name from the ballot is February 11, 2014 (third Tuesday following close of candidate filing). If no withdrawal request is submitted, your name cannot be removed from the ballot unless approved by the State Election Commission.

FILING WITH THE ETHICS COMMISSION (WV Code §§6B-2-6 and 6B-2-7)

Within ten days of filing the Certificate of Announcement, candidates must file a Candidate Financial Disclosure Statement with the West Virginia Ethics Commission. The Ethics Financial Disclosure Statement is required in addition to campaign finance filings. If this statement is not returned to the Ethics Commission, the candidate's name may not be placed on the ballot or the candidate may not be allowed to take the oath of office. The Ethics forms are available where you file your Certificate of Announcement or you may print the form from the Ethics Commission web site at www.ethics.wv.gov. Please note that political party executive committee candidates are not required to file this form.

All questions on the Candidate Financial Disclosure Statement must be answered prior to submitting the form to the Ethics Commission. These financial statements are a matter of public record and can be inspected at the Ethics Commission office. If there are any questions on how to complete this form please call the Ethics Commission at (304) 558-0664 or (toll free) 1-866-558-0664. These forms are to be returned to:

**WV Ethics Commission
210 Brooks St., Suite 300
Charleston, WV 25301-1804**

NO PARTY ORGANIZATION CANDIDATES

(WV Code §§3-5-23 and 3-5-24)

An individual may run for public office without belonging to a political party recognized in West Virginia (Democratic, Libertarian, Mountain, and Republican). To run as a candidate with no party organization and have one's name placed on the ballot for the **General Election**, an individual must gather signatures on a nominating petition. A candidate running with no party organization will not appear on the primary election ballot.

Note: No party organization candidates are commonly referred to as minor party, unaffiliated or independent candidates.

CREDENTIALS AND NOMINATING PETITIONS

The process for individuals seeking to run as no party organization candidates in the general election must follow the procedures outlined below:

1. Gain authorization to collect signatures by obtaining the Official Credentials Form from the County Clerk in each county one wishes to gather signatures; this form must be displayed to each voter canvassed or solicited.
2. Obtain the petition for gathering signatures, Candidate Nomination Petition; this form may be acquired at the time an individual obtains his or her credentials
3. Obtain the required number of signatures: **not less than one percent of the entire vote cast at the last preceding general election for the office being sought but never less than twenty-five.**

ADDITIONAL REQUIREMENTS

- Individuals seeking an office on the ballot in more than one county must use a separate nominating petition form for each county.
- Any signature gathered must be signed by the voter in his or her own handwriting or by his or her marks duly witnessed
- In order for a voter's signature to count, he or she must be a duly registered resident within the county, district, or other political division represented by the office sought.

Deadline: A candidate with no party organization must file his or her Certificate of Announcement, nominating petitions and filing fee with the appropriate office not later than the first day of August preceding the General Election.

FEDERAL OFFICES

Candidates for federal office must file a Certificate of Announcement with the Secretary of State's Office to be on the ballot in West Virginia. These candidates must also follow the filing and reporting regulations of the Federal Election Commission (FEC).

Information on federal candidate filing and reporting requirements can be at www.fec.gov or call the FEC at 800-424-9530 or 202-694-1000.

U.S. SENATE

Term:	6 years	Minimum Age:	30 years
Salary:	\$174,000*	Residence:	9-year citizen of the U.S.
Filing Fee:	\$ 1,740*		WV inhabitant when elected

One person will be elected to the United States Senate in 2014. The term begins in January 2015.

U.S. HOUSE OF REPRESENTATIVES

Term:	2 years	Minimum Age:	25 years
Salary:	\$174,000*	Residence:	7-year citizen of the U.S.
Filing Fee:	\$ 1,740*		WV inhabitant when elected

One person will be elected from each of the three Congressional Districts. The term begins in January 2015.

CONGRESSIONAL DISTRICTS

First

Barbour
Brooke
Doddridge
Gilmer
Grant
Hancock
Harrison
Marion
Marshall
Mineral
Monongalia
Ohio
Pleasants
Preston
Ritchie
Taylor
Tucker
Tyler
Wetzel
Wood

Second

Berkeley
Braxton
Calhoun
Clay
Hampshire
Hardy
Jackson
Jefferson
Kanawha
Lewis
Morgan
Pendleton
Putnam
Randolph
Roane
Upshur
Wirt

Third

Boone
Cabell
Fayette
Greenbrier
Lincoln
Logan
Mason
McDowell
Mercer
Mingo
Monroe
Nicholas
Pocahontas
Raleigh
Summers
Wayne
Webster
Wyoming

**Salaries and filing fees are based on figures available at publication.*

STATE OFFICES

STATE SENATE

Term:	4 years
Salary:	\$20,000*
Filing Fee	\$ 200*
Minimum Age:	25 years
Residence:	WV citizen 5 years prior to election. District & county one year prior to election

Seventeen of the thirty-four seats in the state senate will be up for election to full terms in 2014. No candidate may file from a county already represented by a seated senator within the same district.

HOUSE OF DELEGATES

Term:	2 years
Salary:	\$20,000*
Filing Fee:	\$ 100*
Minimum Age:	18 years
Residence:	District (and county, if limited) one year prior to election

All one hundred seats in the House of Delegates will be on the ballot in 2014. The candidate must know the correct district number before filing. The Secretary of State's Office or your county clerk can help you identify your district.

Although terms technically begin December 1, 2014, new members cannot take office until the Legislature convenes in January 2015, certifies the election, and members take the oath of office in the House Chamber.

The Legislature assembles annually for a regular session in Charleston. Regular sessions of the Legislature begin on the second Wednesday of January each year. The Governor may also call special sessions of the Legislature.

SENATORIAL DISTRICTS

<u>District</u>	<u>Counties in District</u>
1	Brooke, Hancock, Marshall, Ohio
2	Calhoun, Doddridge, Gilmer, Marion, Marshall, Monongalia, Ritchie, Tyler, Wetzel
3	Pleasants, Roane, Wirt, Wood
4	Jackson, Mason, Putnam, Roane
5	Cabell, Wayne
6	McDowell, Mercer, Mingo, Wayne
7	Boone, Lincoln, Logan, Mingo, Wayne
8	Kanawha, Putnam
9	McDowell, Raleigh, Wyoming
10	Fayette, Greenbrier, Monroe, Summers
11	Grant, Nicholas, Pendleton, Pocahontas, Randolph, Upshur, Webster
12	Braxton, Clay, Gilmer, Harrison, Lewis
13	Marion, Monongalia
14	Barbour, Grant, Hardy, Mineral, Monongalia, Preston, Taylor, Tucker
15	Berkeley, Hampshire, Mineral, Morgan,
16	Berkeley, Jefferson
17	Kanawha

Bold indicates counties that are entirely within the district.

HOUSE OF DELEGATES DISTRICTS

<u>DISTRICT</u>	<u># ELECTED</u>	<u>COUNTIES IN DISTRICT</u>
1	2	Brooke, Hancock
2	1	Brooke, Ohio
3	2	Ohio
4	2	Marshall , Ohio
5	1	Monongalia, Wetzel
6	1	Doddridge , Pleasants, Tyler
7	1	Pleasants, Ritchie
8	1	Wood
9	1	Wirt , Wood
10	3	Wood
11	1	Jackson, Roane
12	1	Jackson
13	2	Jackson, Mason, Putnam
14	1	Mason, Putnam
15	1	Putnam
16	3	Cabell, Lincoln
17	2	Cabell, Wayne
18	1	Cabell
19	2	Wayne
20	1	Logan, Mingo
21	1	McDowell, Mingo, Wyoming
22	2	Boone, Lincoln, Logan, Putnam
23	1	Boone
24	2	Boone, Logan, Wyoming
25	1	McDowell, Mercer, Wyoming
26	1	McDowell, Mercer
27	3	Mercer, Raleigh
28*	2	<i>Monroe, Raleigh, Summers</i>
29	1	Raleigh
30	1	Raleigh
31	1	Raleigh, Wyoming
32	3	Clay, Fayette , Kanawha, Nicholas, Raleigh
33	1	Calhoun , Clay, Gilmer
34	1	Braxton , Gilmer
35	4	Kanawha
36	3	Kanawha
37	1	Kanawha
38	1	Kanawha, Putnam
39	1	Kanawha
40	1	Kanawha
41	1	Greenbrier, Nicholas
42	2	Greenbrier, Monroe, Summers
43	2	Pocahontas , Randolph
44	1	Nicholas, Randolph, Upshur, Webster
45	1	Upshur

46	1	Lewis , Upshur
47	1	Barbour , Tucker
48	4	Harrison , Taylor
49	1	Marion, Monongalia, Taylor
50	3	Marion
51	5	Monongalia
52	1	Preston
53	1	Preston, Tucker
54	1	Grant , Mineral, Pendleton
55	1	Hardy , Pendleton
56	1	Mineral
57	1	Hampshire, Mineral
58	1	Hampshire, Morgan
59	1	Berkeley, Morgan
60	1	Berkeley
61	1	Berkeley
62	1	Berkeley
63	1	Berkeley
64	1	Berkeley
65	1	Jefferson
66	1	Jefferson
67	1	Jefferson

Bold indicates a county entirely within one district.

*District 28 – the 2 members cannot be from the same county.

COUNTY OFFICES

All candidates for county office must file with their respective County Clerk. The filing fee for county offices is one percent of the annual salary, except for Board of Education, Conservation District Supervisor and Greater Huntington Park and Recreation District. Because county classification is used to determine salary, please refer to the county classification schedule. Salaries and filing fees are based on figures available at the time of publication of this book.

All candidates for county office must be qualified voters and some offices have additional qualifications. For more information, you may contact the West Virginia Association of Counties at (304) 346-0591.

COUNTY COMMISSION / COUNTY COUNCIL

Term: 6 years
Residence: In open magisterial district
Filing Fee: According to County classification schedule
Age: 18 years

Fifty-three counties will elect one commissioner to their three-member county commissions. Jefferson and Berkeley Counties will elect two members to their five-member county councils. The residence of incumbent commissioners not up for election in 2014 will determine which magisterial districts will be filled. Commissioners serve in part-time positions. The salary is determined by county classification.

BOARD OF EDUCATION

Term: 4 years
Filing Fee: \$25
Residence: In open magisterial district
Age: 18 years
Other: High school diploma or GED;
Training required prior to taking office.

Each of the 55 county school systems is governed by a five-member nonpartisan board of education. No more than two members may be elected or serve from the same magisterial district. The residence of incumbent board members continuing in office after July 1, 2014 will govern which magisterial districts have openings. New terms begin July 1, 2014.

CONSERVATION DISTRICT SUPERVISOR

Term: 4 years
Filing Fee: \$10.00
Salary: n/a
Minimum Age: n/a
Requirements: Landowner in district; education or experience in conservation

At least one supervisor will be elected in each county within the fourteen conservation districts in West Virginia. Because of population, Berkeley and Kanawha Counties will elect two. Candidates for supervisor only run for the office in the county in which they reside.

For any questions regarding this position, contact the West Virginia Conservation Agency at (304) 558-2204 or www.wvca.us.

GREATER HUNTINGTON PARK & RECREATION DISTRICT

Term: 6 years
Filing Fee: \$10.00
Salary: n/a
Residence: Must reside in district in which they are elected
Minimum Age: n/a

Four commissioners will be elected to full terms from Cabell and Wayne Counties in 2014.

UNEXPIRED TERMS

If a vacancy occurs due to retirement, resignation, disqualification or removal, an election may be required to complete the term. The candidate wishing to run for an unexpired term must file a Certificate of Announcement and specify it is for the unexpired term with the correct filing office. The Certificate of Announcement must be filed during the filing period for full terms and the candidate must pay the required fee for that office.

Please check with the Secretary of State's Office and the County Clerk's Office for possible unexpired terms that may be on the ballot in 2014.

SALARIES & FILING FEES FOR COUNTY OFFICES

Based on WV Code §7-7-4

Office	Class I Salary/ Fee	Class II Salary/ Fee	Class III Salary/ Fee	Class IV Salary/ Fee	Class V Salary/ Fee	Class VI Salary/ Fee	Class VII Salary/ Fee	Class VIII Salary/ Fee	Class IX Salary/ Fee	Class X Salary/ Fee
County Comm.	\$36,960/ \$369.60	\$36,300/ \$363.00	\$35,640/ \$356.40	\$34,980/ \$349.80	\$34,320/ \$343.20	\$28,380/ \$283.80	\$27,720/ \$277.20	\$25,080/ \$250.80	\$24,420/ \$244.20	\$19,800/ \$198.00
Circuit Clerk	\$55,440/ \$554.40	\$54,780/ \$547.80	\$53,460/ \$534.60	\$53,154/ \$531.54	\$52,800/ \$528.00	\$49,500/ \$495.00	\$48,840/ \$488.40	\$48,180/ \$481.80	\$47,520/ \$475.20	\$42,240/ \$422.40
County Clerk	\$55,440/ \$554.40	\$54,780/ \$547.80	\$53,460/ \$534.60	\$53,154/ \$531.54	\$52,800/ \$528.00	\$49,500/ \$495.00	\$48,840/ \$488.40	\$48,180/ \$481.80	\$47,520/ \$475.20	\$42,240/ \$422.40
Pros. Attorney *	\$96,600/ \$966.00	\$94,400/ \$944.00	\$92,200/ \$922.00	\$90,000/ \$900.00	\$87,800/ \$878.00	\$59,400/ \$594.00	\$56,760/ \$567.60	\$54,120/ \$541.20	\$50,160/ \$501.60	\$46,200/ \$462.00
Sheriff	\$44,880/ \$448.80	\$44,220/ \$442.20	\$43,890/ \$438.90	\$43,560/ \$435.60	\$43,230/ \$432.30	\$42,900/ \$429.00	\$42,570/ \$425.70	\$42,240/ \$422.40	\$41,910/ \$419.10	\$38,280/ \$382.80
Assessor	\$44,880/ \$448.80	\$44,220/ \$442.20	\$43,890/ \$438.90	\$43,560/ \$435.60	\$43,230/ \$432.30	\$42,900/ \$429.00	\$42,570/ \$425.70	\$42,240/ \$422.40	\$41,910/ \$419.10	\$38,280/ \$382.80
Counties	Berkeley Cabell Harrison Jefferson Kanawha Marion Marshall Mercer Monongalia Ohio Putnam Raleigh Wood	Boone Fayette Greenbrier Hampshire Logan Mason Preston	Hancock Hardy Jackson Lewis McDowell Mineral Mingo Morgan Nicholas Pocahontas Randolph Upshur Wayne Wyoming	Brooke Grant Pleasants Wetzel	Lincoln Taylor Tucker	Braxton Doddridge Ritchie	Barbour Gilmer Monroe Pendleton Roane Summers Tyler	Clay Webster	Calhoun	Wirt

County classification is based on property valuations according to WV Code §7-7-3 and provided by the West Virginia State Auditor. However, the salary schedule to be applied to the classification is determined by county revenue under §7-7-4. Filing fees are 1% of the salary in effect for the new term of office at the time of filing. (WV Code §3-5-8)

**Prosecuting attorneys in Classes VI, VII, VIII, IX and X who are full-time receive Class V salary.*

PARTY EXECUTIVE COMMITTEES

Executive Committee members are elected in the primary election to four year terms. Candidates for State Executive Committees will file with the Secretary of State, except for candidates in Senate District 17. Candidates for District and County Executive Committee positions will file with the County Clerk.

When electing executive committee members, the two candidates with the highest votes shall be elected first and the other candidates shall be qualified based on vote tallies, gender and county of residence.

A current listing of all executive committee members shall be filed with the Secretary of State by the end of July each year. Any appointments to fill vacancies on an executive committee do not take effect if the updated list of committee members has not been submitted to the Secretary of State within 10 days of the appointment.

Like all other candidates, individuals running for party executive office are required to file campaign finance reports with the respective filing office.

STATE EXECUTIVE COMMITTEE

Districts: Members will be elected from Senate Districts

District Members: Two (2) men and two (2) women are selected from each Senate District.

Filing Fee: \$20.00

No more than two committee members can be elected from the same county

DISTRICT EXECUTIVE COMMITTEES (Congressional, Senate and Delegate)

Districts: Members will be elected from each county in a multi-county District

District Members: One (1) man and one (1) woman from each county in the district

Filing Fee: \$5.00

Does not apply to single-county senate or delegate districts

COUNTY EXECUTIVE COMMITTEE

Districts: Members will be elected from Magisterial or Executive Committee Districts.

District Members: If there are three (3) districts in the county then two (2) men and (2) women will be elected from each district. If there are more than three (3) districts, then one (1) man and (1) woman will be elected from each district.

Filing Fee: \$10.00

WRITE-IN CANDIDATES

(WV Code §3-6-4a)

An individual may file as an official write-in candidate for office in the primary, general, or special election by filing the Write-In Candidate's Certificate of Announcement with the appropriate office.

A person wanting to file as an official write-in candidate must meet the eligibility requirements for the office

- Write-in candidates are not listed on the ballot; rather, a list of official write-in candidates is posted at each polling place during early voting and on Election Day.
- Only votes for the official write-in candidates are counted
- Write-in candidates are not required to pay a filing fee or collect signatures.

Deadline to file the Write-In Candidate's Certificate of Announcement for offices elected in the primary election: March 25, 2014**

Deadline to file the Write-In Candidate's Certificate of Announcement for offices elected in the general election: September 16, 2014

**Only those offices elected in the primary (Board of Education, Conservation District Supervisors, Executive Committee members) may have write-in candidates in the primary election.

THE CODE OF FAIR CAMPAIGN PRACTICES

(WV Code §3-1B-5)

At the time of filing for office, you will have an opportunity to subscribe to the Code of Fair Campaign Practices. The code is a voluntary pledge to adhere to a few guidelines meant to create an atmosphere of campaigning that is ethical, constructive, and equitable.

Subscription and adherence to the Code of Fair Campaign Practices is voluntary. No person can be required to adhere to or endorse the code. In the event that an opponent to a subscribing candidate of the Code of Fair Campaign Practices exceeds the campaign spending limitations, the candidate who has subscribed to the code and who has not exceeded the spending limitations is automatically released from the portion of the code establishing the campaign spending limitations.

VOLUNTARY CONTRIBUTION LIMITATIONS

	PRIMARY	GENERAL
Governor	\$1,000,000	\$1,000,000
Constitutional Officers	\$150,000	\$150,000
Supreme Court	\$150,000	\$150,000
Circuit Judge	\$50,000	\$50,000
State Senate	\$50,000	\$50,000
House of Delegates	\$25,000	\$25,000

Expenditures that do not exceed the limits designated for the primary election are not added to the limits for the general election.

Highlights of the code include pledging to do the following:

- adhere to campaign spending limitations
- conduct your campaign openly and publicly
- condemn false advertising or communications which are not fact
- refrain from coercing individuals under your authority to give contributions or election help
- defend and uphold the right of every qualified voter to full and equal participation in the electoral process

SECTION II

MANAGING

CAMPAIGN

FINANCES

FINANCIAL RECORDS

WHAT MUST BE TRACKED?

Every committee “*shall keep detailed accounts of every sum of money or other thing of value received by him or her, including all loans of money or things of value and of all expenditures and disbursements made, liabilities incurred, by the candidate, financial agent, person, association or organization or committee, for political purposes or by any officers or members of the committee, or any person acting under its authority or on its behalf.*” (WV Code §3-8-5)

KEEPING FINANCIAL RECORDS

Candidates “*and all persons supporting, aiding or opposing the nomination, election or defeat of any candidate shall keep for a period of six months records of receipts and expenditures which are made for political purposes.*” (WV Code §3-8-2) The committee should keep the receipts of all financial transactions for accounting purposes; however, the Secretary of State or County Clerk may conduct an audit, and the receipts would need to be presented for review. (WV Code §3-8-7) If any violation of code is found, the committee may be held accountable for transactions for up to five years. (WV Code §3-8-5d) Therefore, it is highly recommended that receipts be kept for the entire five-year period.

FINANCIAL RESPONSIBILITY

The treasurer of the committee is responsible for the committee’s finances. All reporting requirements and financial transactions must be handled through the committee’s treasurer. Agents of the committee may make transactions on behalf of the committee and have the treasurer reimburse the transaction for the lawful expense incurred by the agent. An agent may also accept contributions for the committee; however, the contributions must pass through the hands of the treasurer to ensure the contribution meets the criteria of a lawful contribution.

AMENDING REPORTS

A report submitted by the committee may be altered to reflect the accurate financial activity if a mistake is discovered. An amended report may be submitted at any time and with no penalty. If an amended report is submitted, it must include the same information as the previously submitted report with the errors corrected. All financial transactions for the reporting period must be included in the amended report, not just the portion that has been changed by the amendment.

POLITICAL CONTRIBUTIONS

Contribution “means a gift, subscription, loan, assessment, payment for services, dues, advance, donation, pledge, contract, agreement, forbearance or promise of money or other tangible thing of value, whether conditional or legally enforceable, or a transfer of money or other tangible thing of value to a person, made for the purpose of influencing the nomination, election or defeat of a candidate.” (WV Code §3-8-1a)

Remember to get all of the information required for your campaign finance report from your contributors at the time they make their donation. This will prevent you from using precious campaign time to track down this information later.

CONTRIBUTION LIMITATIONS

The contribution amounts that an individual may give to any political committee are set by WV Code §3-8-12 to be valued at \$1,000 per primary election and \$1,000 per general election. It is unlawful for the committee to spend any contributed funds that exceed the contribution limit. When a contribution exceeds the limit, the excess must be returned to the contributor. All items of value (cash and in-kind contributions) given to a committee are counted toward this \$1,000 limit. Candidates may contribute as much as they desire to their own campaign; however, they cannot be reimbursed unless it is treated as a loan instead of a contribution.

Active political committees are restricted to the types of contributions they may give and receive. The capacity to give or receive a contribution is dependent on the type of committee established. Below you will find a list of possible contribution types and if the contributions are acceptable to the committee.

As a State Candidate you may give up to \$1,000 to these:

Executive Committee

Legislative Caucus Committee

As a State Candidate you may receive up to \$1,000 from these:

State Political Action Committee (PAC)

Executive Committee

Federal Committee

Corporation PAC

As a State Candidate you may NOT give money to the following:

Another State Candidate

PAC

Federal Committee

As a State Candidate you may NOT receive money from an Independent Expenditure PAC

CASH CONTRIBUTIONS

A cash contribution can be accepted for up to \$50. The name of the contributor must be recorded and reported or it must be donated to the General Revenue Fund of the State. All contribution amounts above \$50 must be by means other than cash.

ANONYMOUS CONTRIBUTIONS

Anonymous contributions are illegal. Activities such as, passing the hat, to bring in contributions are against the law. All contributions must be identified with the full name of the person or group of persons that gave the contribution. If the identification of the donor of a contribution cannot be determined, the contribution must be given to the General Revenue Fund of the State. (WV Code §3-8-12) Send an amount equal to the anonymous contribution to:

WV Secretary of State Elections Division
1900 Kanawha Blvd. East
Building 1 Suite 157-K
Charleston, WV 25305

CANDIDATE COMMITTEE ELECTION CYCLES

There are two possible contribution periods for a candidate committee within the election year. A contribution to a candidate committee is considered in connection with the primary election if it is received on or before the primary election day. A contribution is considered in connection with the general election if it is received after the day of the primary and until the committee has paid all of its financial obligations after the general election.

A contribution given after the primary election period can be considered in connection with the primary election if, with the consent of the contributor, it is clearly marked on the financial statement as a contribution for the previous contribution period, provided that the funds are used to repay unpaid bills, loans or debts incurred during that contribution period.

FUND-RAISING EVENTS

As defined by the Election Code, a fund-raising event is *“an event such as a dinner, reception, testimonial, cocktail party, auction or similar affair through which contributions are solicited or received by such means as the purchase of a ticket, payment of an attendance fee or by the purchase of goods or services.”* (WV Code §3-8-1a(15))

A committee may pay for food, drink and entertainment costs that are incurred in holding a fundraising event. The committee must be careful in determining the methodology of the fundraising event to be certain that personal gifts are not given to attendees from committee funds. Fund-raising transactions are reported separately from other transactions. The total amount raised, after expenses, is reported as the net receipt of funds for each event. (WV Code §3-8-1a)

EXPENDITURE OF FUNDS

SPENDING MONEY

The committee has now raised money (contributions, transfers of money from previous campaign accounts, loans, out of pocket expenses, etc.) and is ready to spend the funds for electioneering purposes. No money may be spent from committee funds unless it is allowed by WV Code §3-8-9 or WV CSR §146-3-6. This is to ensure that the funds are spent on electioneering purposes only, without exception.

Records of all transactions are to be kept for six months after date of the transaction. The information to be kept for reporting purposes are:

- the name of the person or business to which the expenditure was given,
- the date of the transaction,
- the purpose of the transaction, and
- the amount of the expenditure.

Things to remember about spending money...

- All expenditures must be reported. Detailed accounts of all expenditures, disbursements made, and liabilities incurred must be reported.
- Money spent out-of-pocket on the election must be reported as an expenditure. If money is spent on behalf of a candidate, and is not reimbursed by the committee, it must be reported as an in-kind contribution, and is subject to contribution limitations.
- All loans must be listed as contributions on the campaign finance report.
- An active candidate's committee (before the election date of the candidate) cannot give donations to other candidate's committees, political action committees, or charitable organizations.
- An active committee (candidate, PAC or executive committee) cannot give a donation to a charitable organization.
- All expenditures must be made at a rate and an amount which is "proper and reasonable" to the services purchased.
- Expenditures are reported on the date the check is written or the date the transfer of funds takes place.
- A contribution is reported "on the date the check, cash or other thing of value is received by the treasurer or agent of the political committee."

ALLOWABLE EXPENDITURES

(WV Code §3-8-9)

A candidate or political committee may make expenditures only for the following purposes:

- Office expenses, overhead costs for headquarters, and for costs related to postage.
- Candidates who do not have headquarters may purchase or rent filing cabinets, other office equipment and furnishings, computers, computer hardware and software, scanners, typewriters, calculators, audio visual equipment
- Paid legitimate advertisements for the promotion of the candidate on the ballot
- Costs related to public meetings and political conventions such as food, drink, and entertainment
- Necessary traveling and hotel expenses
- Costs incurred with petitions for nomination of candidates
- Lists of registered voters, investigating an individual's right to vote and conducting proceedings to prevent unlawful registration or voting
- Taking voters to the polls
- Securing publication in newspapers, radio, and television broadcasting of information that is relevant to an election
- Conducting a public opinion poll or polls
- Legitimate advertising agency services
- The purchase of memorials, flowers or citations by political party executive committees or political action committees representing a political party
The purchase of nominal, noncash expressions of appreciation following the close of the polls of an election or within thirty days thereafter
The payment of dues or subscriptions to any national, state, local, or legislative caucus committee of any political party
- To employ persons to perform functions enumerated in WV Code §3-8-9, either on a full-time, part-time, or temporary basis.

CAMPAIGN FINANCE REPORTING

(WV Code §3-8-5)

Every candidate, pre-candidate and elected official is required to file campaign finance reports until the committee is closed. Candidates running for or elected to executive committee positions are not required to file campaign finance statements.

There are two important time periods for campaign finance reports:

- The **transaction period** is the specific time period committees must track all contributions and expenditures for their campaign finance reports.
- Financial activity tracked during each transaction period must be recorded on the campaign financial statement and submitted during the appropriate **time period in which the report is due**.

Election Year 2014 Campaign Finance Reporting Schedule

<u>Report</u>	<u>Transaction Period</u>	<u>Report due</u>
2014 Annual/ Primary-First	Mar 30, 2013 - Mar 28, 2014	Mar 29, 2014 – Apr 4, 2014
Pre-Primary	Mar 29, 2014 - Apr 27, 2014	Apr 28, 2014 - May 2, 2014
Post-Primary	Apr 28, 2014 - May 25, 2014	May 26, 2014 - June 23, 2014
General First	May 26, 2014 - Sep 21, 2014	Sep 22, 2014 - Sep 26, 2014
Pre-General	Sep 22, 2014 - Oct 19, 2014	Oct 20, 2014 - Oct 24, 2014
Post-General	Oct 20, 2014 - Nov 16, 2014	Nov 17, 2014 - Dec 15, 2014
2015 Annual	Mar 29, 2014 - Mar 27, 2015	Mar 28, 2015 - April 3, 2015
**2015 Annual for 2014 candidates and committees that have not closed:		
	Nov 17, 2014 – Mar 27, 2015	Mar 28, 2015 - April 3, 2015

CONSEQUENCES FOR EARLY AND LATE REPORTS

Any report that is filed early will be returned to the committee and will not be considered as received. The committee must then resubmit the report and it must be received by the deadline or it will be considered late and could incur a fine.

- For a report that is mailed, the date of the postmark is considered the date the report is received.
- If the postmarked date is prior to the opening of the filing period, the report will be returned.
- If a report arrives in the office after the close of the Filing Period, but is postmarked within the Filing Period, it will be considered timely filed.
- For hand delivery, the filing date is the date of delivery to the proper filing officer during their regular business.

Our office will be tracking the timely filing of reports to ensure that all political committees are fully transparent and in compliance with West Virginia's election laws. If your committee submits a late report, you may be subject to a fine issued by the Secretary of State of \$25 per day. If a committee files late or grossly inaccurate campaign finance reports, the committee will be contacted by a member of the Elections Division with instructions for proper resolution.

THE WAIVER

(WV Code §3-8-5)

A waiver may be filed in place of the Annual, First Primary and the First General Report if the committee meets certain criteria. Any activity that is not reported by submitting a waiver must be shown in the next reporting period.

The Annual or First Primary Report may be waived if the total amount of all financial activity equals less than \$500 since the last report filed.

The First General Report may be waived if the total amount of all financial activity equals less than \$500 since the last report filed and if there are no outstanding loans to report.

POLITICAL COMMUNICATIONS

POLITICAL DISCLAIMERS

No person may publish, issue or circulate any anonymous political advertisement, letter, circular, placard or other publication expressly advocating the election or defeat of a clearly identified candidate. Any political advertisement or other publication that identifies the person who is responsible for the content will not be considered anonymous. This includes communications for distribution such as e-mail.

Political disclaimers must be legible on the face of all political advertisements and other political materials clearly stating the name of the person or organization authorizing the distribution of the material.

INDEPENDENT EXPENDITURES

Any expenditure that is done by a person without the consultation or coordination of a candidate or a candidate's committee is considered an independent expenditure. A disclaimer must be present on any communication paid for by an independent expenditure which clearly states that the communication is not authorized by the candidate or representative of the candidate and it clearly identifies the person making the expenditure. If the communication is made for broadcast, cable or satellite transmission, it must be both spoken clearly and appear in a written format at the end of the communication.

ELECTIONEERING COMMUNICATIONS

Any communication defined as an electioneering communication must have a disclaimer clearly stating the name of the person or organization authorizing the communication. If the communication is made for broadcast, cable or satellite transmission, it must be both spoken clearly and appear in a written format at the end of the communication.

SOLICITATION OF FUNDS

Soliciting funds from a state employee or an employee of a political subdivision of the state is not allowable. However, if a mass solicitation is done, it should include a disclaimer such as "Please disregard if you are a public employee" to prevent you from violating this provision. (WV CSR §146-3-10.7)

REPORTING REQUIREMENTS

In addition to reporting contributions received and expenditures made, all liabilities incurred by a committee must be reported. The following is a brief description of the reporting requirements of liabilities of a committee.

LOANS

A candidate, spouse of a candidate or a lending institution may give a loan. When a loan is taken, it must include a copy of the loan agreement for each loan with the next campaign finance report that is due. The loan agreement must state the date, amount, interest amount (if any), description of collateral and full names and addresses of all persons involved in the loan.

If a loan is to be forgiven, the loan should then be considered as a contribution from the candidate to the candidate's committee. To report the forgiving of a loan, the amount of the loan will be reported as a contribution to the committee from the candidate and the loan will be paid for, indicating that the committee no longer carries the liability.

UNPAID BILLS

All liabilities incurred by a committee must be reported. This includes all bills, or promises of payment that have been left unpaid at the end of the reporting period. A listing of unpaid bills will ensure that the committee does not ever have a negative ending cash balance, but still shows all transactions that have taken place. The transaction date of an unpaid bill will be the date that the vendor provides a bill for payment.

OTHER INCOME

Receipts of income that are not considered contributions must also be reported. These include refunds on bills paid, interest on investments, checking accounts or saving accounts, sale of equipment, or any income not reported as a contribution or an in-kind contribution.

ADVERTISING AGENCIES

When lump sum payments are made to an advertising firm or campaign management firm that will disburse the money on behalf of a committee, the **advertising agency** must also file a campaign finance report under the same expenditure guidelines as your own committee. All disbursements of funds must be disclosed and tracked to its final recipient and are subject to West Virginia campaign finance laws.

DETERMINING WHAT FORM TO USE

The Long Form Campaign Financial Statement includes all activities that are required by WV Code §3-8-5a. If a candidate's committee answers YES to any of the following questions, he or she must file the *Long Form*:

- Has your committee received any loans?
- Has your committee held any fundraisers?
- Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
- Does your committee have any unpaid bills or loans?
- Have you or anyone else given an in-kind contribution to your campaign?
- Has your committee given or received a transfer of excess campaign funds?

The Short Form Campaign Financial Statement is designed to accommodate committees that do not have transactions beyond simple contributions and expenditures; it does not cover any other reporting requirements, such as loans and in-kind contributions, which are required by WV Code §3-8-5a.

Both the short and long finance forms require both the candidate or committee name and the treasurer's contact information. The candidate, agent, or treasurer must also sign the oath or affirmation at the end of the form.

REPORTING PERIODS

- One must mark the reporting period during the election cycle to which the financial report applies: primary-first, pre-primary, post-primary, general-first, pre-general, post-general.
- Each election cycle reporting period covers a certain time span during the election cycle for which candidates and committees must report financial transactions.
- These reports are to be filed in succession of one another.

ADDITIONAL REPORT TYPES

- **Annual Report:** Due annually, during off election years. Candidate and committees open during a non-election cycle must check the box for the annual report and fill in the calendar year.
- **Amended Report:** Filed to replace a previously submitted report to correct information. Both the amended report box and the reporting period that will be amended must be clearly marked.
- **Final Report:** Filed to close your account. The final report box must be marked. If the report is submitted during a required reporting period, the reporting period must also be noted. The committee's ending balance must be zero if filing a final report.

REPORTING CONTRIBUTIONS \$250 OR LESS

For each contribution of \$250 or less, the committee must include (1) the full name of the individual, association, or committee donating; (2) the amount of the contribution; and (3) the date the contribution was made.

REPORTING CONTRIBUTIONS OVER \$250

Once contributions from an individual, association, or committee reach an accumulated total of more the \$250 during an election cycle, the committee must collect and record additional information on the campaign finance report.

Required information from contributors of more than \$250:

- Full name
- Amount of contribution
- Date the contribution was made
- Residential and mailing addresses

Individual contributors only:

- Occupation (e.g., attorney, doctor, homemaker, retired)
- Employer (this is the contributor's primary employer; if self-employed it should be noted; if a homemaker or retired, write "not applicable")

Political committees only:

- Political affiliation of the committee (or if the donation comes from a business-affiliated PAC, the business that the PAC is sponsored by)

REPORTING A FUND-RAISING EVENT

If a committee hosts a fund-raising event, such as a dinner or reception for the purpose of raising money for the campaign, the Long Form Campaign Financial Statement must be used to report committee finances.

Fund-Raising Event: All contributions received at a fundraising event must only be reported on the fund-raising events page of the campaign financial statement. Committees must report contributor information under the same requirements for reporting contributions as outlined above.

Total Monetary Contributions: Total of money received (cash or check) in connection with this particular fund-raising event.

Total Expenditures: All committee funds spent in relation to the fund-raising event. These expenditures are to be listed on the itemized expenditures page of the campaign financial statement.

Net Receipts: The total amount of funds accumulated in relation to the fund-raising minus all committee expenses.

In-Kind Contribution: A donation of goods or services used toward the fund-raising event that can be assigned a monetary value. In-kind contributions must be itemized in the in-kind contributions section of the campaign financial statement.

REPORTING OTHER INCOME AND IN-KIND CONTRIBUTIONS

If the committee receives “other income” or an in-kind contribution, the Long Form Campaign Financial Statement must be used to report the committee finances.

Other Income: Income that does not fit the definition of a contribution, such as interest on a bank account, refunds, or the sale of equipment. Information required for the other income category includes the date of the receipt, source of the income, the type of receipt (brief description), and the amount of the transaction.

In-Kind Contributions: a donation of goods or services used toward the campaign. The amount of an in-kind contribution should be reported at the fair market value of the goods received or services rendered. The committee should include the full name of the contributor, date of the transaction, description of the contribution, and the value. If the value of the contribution is over \$250, additional contributor information is required: address; occupation and employer if it is an individual; and affiliation if it is a PAC.

REPORTING LOANS

If a loan is taken for a candidate’s committee, the information required on the loans page of the Long Form Campaign Financial Statement must be completed, and a copy of the loan agreement must be included with the same financial statement.

The following information must be reported on outstanding loans:

- The name and address of the bank, candidate, or candidate’s spouse making the loan;
- The balance of the loan carried from the previous report;
- The amount of all new loans received during this period;
- Repayments made during the reporting period;
- The outstanding balance at the end of the reporting period for each loan listed.

AFTER THE ELECTION

After a candidate withdraws from an election, loses in a primary, loses in a general election or wins the election, the funds in possession of the committee that amount to more than the liabilities incurred for the election are considered **Excess Campaign Funds**. No person may receive or utilize excess campaign assets for personal economic gain. (WV CSR§146-3-7)

ALLOWABLE USES OF EXCESS CAMPAIGN FUNDS

The **only** allowable expenditures of excess campaign funds are outlined below:

- **Transfer of funds from a candidate's committee to the same candidate's committee for a subsequent election year**

A new committee must be formed or a Pre-Candidacy Statement filed for the subsequent election year prior to making the transfer of funds. There is no limitation of the amount of funds that may be transferred.

- **Contribution to another candidate's committee, political action committee, or a local executive committee**

The limit on these contributions is \$1,000 per cycle.

- **Contribution to any state political party executive committee or a legislative caucus committee**

The limit on this contribution is \$15,000.

- **Return of contributions on a pro-rata basis to each donor.**

- **Transfer to any national or local committee of any political party**

The limit on these contributions is \$1,000.

- **Offsetting any usual and customary expense incurred in connection with the duties as a holder of public office**

Any items purchased will become the property of the State, or the district, county, or municipality of the office that is held.

- **Making a charitable contribution**

There is no monetary limitation for charitable contributions.

HOW TO CLOSE THE COMMITTEE

When a committee no longer has outstanding debts or liabilities and has a zero balance in their campaign account, the committee may close. To close a committee, one must file a **Final Report** itemizing all transactions made since the last report was filed. The report must reflect the zero balance. Filing a proper Final Report ends all reporting requirements for that particular committee.

2014 PRIMARY ELECTION DATES

Jan. 13 - 25	Candidate filing period. Certificates of Announcement & filing fees must be received in appropriate office or postmarked by U. S. Postal Service by midnight, January 25.
Jan. 23 - Feb. 4	Candidates file personal financial disclosure with Ethics Commission within 10 days after filing certificate of announcement
Feb. 11	Deadline for candidates to withdraw. Filing officer must receive written notice signed by candidate and notarized by close of business or name may not be removed from ballot.
Feb. 18	Secretary of State certifies and posts List of Candidates filed with the Secretary of State's Office.
Feb. 18	Uniform drawing date for ballot position begins at 9 a.m. in all counties for all offices.
Mar. 4	Secretary of State's certification of candidates must be received at County Clerk's Office by this date.
Mar. 25	Write-in candidate filing deadline for the election of Board of Education, Conservation District Supervisors, and Executive Committees Only.
Mar. 29 - Apr. 4	First Primary campaign finance report filing period.
Apr. 22	Voter Registration deadline for Primary Election.
Apr. 28 - May 2	Pre-Primary campaign finance report filing period.
Apr. 30 - May 10	Early Voting in person.
May 13	PRIMARY ELECTION DAY (§3-5-1)
May 19	Primary election canvass begins. If no candidate requests recount, canvass board certifies election results 48 hours after the last county publicly declares results. <ul style="list-style-type: none">• Election contest must be filed within 10 days after certification of election.
May 26 - June 23	Post-Primary campaign finance report filing period.

2014 GENERAL ELECTION DATES

July 14	Secretary of State and Clerk of County Commission give notice to Prosecuting Attorney for the candidates, agents or treasurers who failed to file required financial reports.
July 1	Board of Education, Conservation District Supervisors, Huntington Parks and Recreation and Executive Committees terms begin.
Aug. 1	Deadline to file Nominating Petitions, Certificates of Announcement and Pay Fee for no political party organizations.
Aug. 19 – 25	Secretary of State certifies names of candidates for the ballot.
Aug. 26	Drawing for order of candidate names on the ballot.
Sept. 16	Write-in candidate filing deadline for General Election.
Sept. 22 - 26	First General campaign finance report filing period.
Oct. 7	Last day for candidate or political committee to file statement of organization and designation of treasurer or financial agent.
Oct. 14	Voter registration deadline for General Election.
Oct. 20 - 24	Pre-General campaign finance report filing period.
Oct. 22 – Nov. 1	Early Voting in person.
Nov. 4	GENERAL ELECTION DAY (WV Const. §4-7)
Nov. 10	Primary election canvass begins. <ul style="list-style-type: none">• If no candidate requests recount, canvass board certifies election results 48 hours after the last county publicly declares results.• Election contest must be filed within 10 days after certification of election.
Nov. 17 – Dec. 15	Post-General campaign finance report filing period.

2015 DATES

Jan. 5, 2015	Secretary of State and Clerk of County Commission give notice to Prosecuting Attorney for the candidates, agents or treasurers who failed to file required financial reports.
March 28 – April 3	2015 Annual Campaign Finance Report Filing Period.

NOTES

NEED TO KNOW MORE?

<p>Federal Election Commission 999 E Street, NW Washington, DC 20463 (800) 424-9530 www.fec.gov or info@fec.gov</p>	<p>Information on federal campaign laws, financial reporting requirements, and forms for federal candidates.</p>
<p>U.S. Election Assistance Commission 1201 New York Avenue NW, Suite 300 Washington, DC 20005 (866) 747-1471 www.eac.gov</p>	<p>Serves as a national clearinghouse for information and reviews procedures for federal elections.</p>
<p>Election Division WV Secretary of State, Building 1, Suite 157-K 1900 Kanawha Blvd., East Charleston, WV 25305 (304) 558-6000 www.wvsos.com or elections@wvsos.com</p>	<p>Information on state election laws and regulations, candidate filing, campaign finance reporting requirements, forms, official election returns for statewide offices, (304) legislative offices and voter registration information.</p>
<p>State Election Commission c/o WV Secretary of State Building 1, Suite 157-K Kanawha Blvd., East Charleston, WV 25305 www.wvsos.com or elections@wvsos.com</p>	<p>Voter information and voting system approval, filling vacancy on general election ballot when candidate with-1900 draws for extenuating circumstances, campaign finance issues.</p>
<p>WV Ethics Commission 210 Books Street, Suite 300 Charleston, WV 25301 (304) 558-0664 www.ethics.wv.gov</p>	<p>Forms and information on filing personal financial disclosures, questions regarding conflicts of interest between outside employment and public office.</p>
<p>State Democratic Executive Committee 717 Lee Street, Suite 214 Charleston, WV 25301 (304) 342-8121 www.wvdemocrats.com</p>	<p>Information on Democratic Party political activities, functions of executive committees, delegates and party rules.</p>
<p>State Republican Executive Committee P.O. Box 2711 Charleston, WV 25330 (304) 768-0493 www.wvgop.org</p>	<p>Information on Republican Party political activities, functions of executive committees, delegates and party rules.</p>
<p>State Mountain Party Executive Committee RR 1, Box 108 Ripley, WV 25271 (304) 989-1629 www.mtparty.org</p>	<p>Information on Mountain Party political activities, functions of executive committees and party rules.</p>
<p>State Libertarian Party Executive Committee P.O. Box 135 Jane Lew, WV 26378 (855) 687-5798 www.lpwv.org</p>	<p>Information on Libertarian Party political activities, functions of executive committees and party rules.</p>

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